MICHIGAN ENERGY OFFICE
Community Energy Project Grants
Request for Proposals

PART I
GENERAL INFORMATION

I-A Purpose

The purpose of this Request for Proposal (RFP) is to obtain proposals from one or more non-profit or public organizations to conduct community education projects in Michigan to assist consumers to identify and select proven, commercially available energy efficiency and renewable energy options. Community Energy Project Grants will be available to public and non-profit agencies to implement the following options in Michigan: 1) Renewable energy education, 2) Building energy efficiency, and 3) Transportation energy efficiency. An organization can only submit one proposal for each project option, but can submit for any number of project options. Each project proposal can request up to $6,000. The activities in the proposed grant(s) will cover one year from October 1, 2008 through September 31, 2009. This Request for Proposal (RFP) provides interested parties with sufficient information to enable them to prepare and submit proposals for consideration by the State of Michigan to receive a grant.

I-B Eligibility Requirements

Only non-profit and public organizations are eligible to apply for the grants.

I-C Issuing Office and Funding Source

This RFP is issued by the Energy Office (Issuing Office) in coordination with the Michigan Department of Labor and Economic Growth, Division of Purchasing and Grant Services, LeAnn Droste. The Division is the point of contact in the State for this RFP for purposes of grant administration. For technical assistance on program administration, the point of contact is John Sarver, Energy Office, 611 W. Ottawa, P.O. Box 30221, Lansing, Michigan 48909; telephone number: (517) 241-6280; fax number: (517) 241-6229; email address: sarverj@michigan.gov.

This grant will be funded 100% by a federal funding program. The source of funding is the U.S. Department of Energy.

I-D Grant Award

Grant award negotiations will be undertaken with the applicant whose proposal shows them to be best qualified, responsible and capable of performing the project. It is expected that fifteen projects will be funded and the maximum project award will be $6,000. The grant that may be entered into will be that which is most advantageous to the State, selection criteria considered.

I-E Rejection of Proposals
The State reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State. This RFP is made for information or planning purposes only. The State will not award a grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

I-F  Incurring Costs

The State of Michigan is not liable for any cost incurred by an applicant prior to issuance of a grant agreement.

I-G  Preproposal Conference

A preproposal conference will not be held for this RFP. Any inquiries should be submitted as outlined in Section I-H.

I-H  Inquiries

Questions that arise as a result of this RFP must be submitted in writing to the Issuing Office either by mail, email, or fax; telephonic questions cannot be answered. All questions must be submitted on or before Friday, June 20.

I-I  Changes to the RFP

Written answers to questions that change or substantially clarify the RFP will be provided to all prospective applicants.

I-J  Response Date

Proposals must arrive to the Issuing Office by 5:00 pm on Tuesday, July 15. Applicants mailing proposals should allow normal delivery time to ensure timely receipt of their proposal. Proposals should be submitted to John Sarver, Energy Office, 611 W. Ottawa, P.O. Box 30221, Lansing, Michigan 48909 (611 W. Ottawa and 48933 if overnight mail).

I-K  Proposals

To be considered, applicants must submit a complete response to this RFP, using the format provided in Part V. An original signature copy plus three additional copies of each proposal must be submitted to the Issuing Office. No other distribution of proposals shall be made by these applicants. An official who is authorized to bind the applicant to its provisions must sign the proposal. For this RFP, the proposal must remain valid for at least sixty days.

I-L  Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant(s) may become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations may result in cancellation of the award.

I-M  Economy of Preparation
Proposals should be prepared simply and economically, providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.

I-N Oral Presentation

Applicants may be required to make an oral presentation of their proposal to the State. These presentations provide opportunity for the applicant to clarify the proposal to insure thorough mutual understanding. The Issuing Office will schedule these presentations.

I-O Prime Applicant Responsibilities

The selected applicant(s) will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State will consider the selected applicant to be the sole point of contact with regard to grant matters, including, but not limited to, payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Grantee must notify the state and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information concerning subcontractor’s organizational abilities. The State reserves the right to approve subcontractors for the project and to require the Grantee to replace subcontractors found to be unacceptable. The Grantee is totally responsible for adherence by the subcontractor to all provisions of the Grant.

I-P Grant Payment Schedule

Payment for any grant entered into as a result of this RFP will be made according to the following:

Payment requests can be made on a monthly basis. Payments will be made to the grantee upon receipt and approval by the Project Manager of a billing statement indicating that the work for which payment is requested has been performed in accordance with the terms of the grant. All invoices or other documentation sufficient to properly reflect all costs claimed to have been incurred in performing this grant shall be submitted with each billing statement.

I-Q News Releases

News releases pertaining to this RFP or the project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

I-R Disclosure of Proposal Contents

All information in a bidder’s proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

I-S Copyrighted Materials
The selected applicants shall agree to grant to the State a nonexclusive, irrevocable license to reproduce, translate, publish, use, and dispose of all material developed as a result of this project. The selected applicants further shall agree that they will not copyright any material developed as a result of the project.

**PART II**

**GENERAL PROVISIONS**

II-A  **Project Changes**

Grantee must obtain prior written approval for major project changes from the Grant Administrator.

II-B  **Record Retention**

The Grantee shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of seven (7) years or greater as provided by law following the creation of the records or documents.

II-C  **Project Income**

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

II-D  **Share-in-savings**

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

II-E  **Order of Spending**

Unless otherwise required, Grantee shall expend funds in the following order: (1) private or local funds, (2) federal funds, and (3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

II-F  **Purchase of Equipment**

The purchase of equipment not specifically listed in the Budget, Attachment B, must have prior written approval of the Grant Administrator. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

II-G  **Accounting**

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain
records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

II-H Audit

The Grantee agrees that the State may, upon 24-hour notice, perform an audit and/or monitoring review at Grantee’s location(s) to determine if the Grantee is complying with the requirements of the Agreement. The Grantee agrees to cooperate with the State during the audit and/or monitoring review and produce all records and documentation that verifies compliance with the Agreement requirements. The Grantor may require the completion of an audit before final payment.

If the Grantee is a governmental or non-profit organization and expends the minimum level specified in OMB Circular A-133 ($500,000 as of June 27, 2003) or more in total federal funds in its fiscal year, then Grantee is required to submit a Single Audit report to all agencies that provided federal funds to the entity during the fiscal year being audited.

If the Grantee is a commercial or for profit organization which is a recipient of Workforce Investment Act Title I funds and expends more than the minimum level specified in Office of Management and Budget (OMB) Circular A-133 ($500,000 as of June 27, 2003), then the Grantee must have either an organization-wide audit conducted in accordance with A-133 or a program specific financial and compliance audit conducted. Section .320(a) of OMB Circular A-133 states the Single Audit report must be submitted to the Grantor within thirty days after the completion of the audit, but no later than nine months after the end of the Grantee’s fiscal year.

II-I Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

II-J Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

II-K Intellectual Property

Grantee grants to the Grantor a non-exclusive, royalty-free, site-wide, irrevocable, transferable license to use the Deliverables and related documentation according to the terms and conditions of this Agreement. For the purposes of this license, “site-wide” includes any State
of Michigan office regardless of its physical location.

The Grantor may modify the Deliverable and may combine the Deliverable with other programs or materials to form a derivative work. The Grantor will own and hold all copyright, trademarks, patent and other intellectual property rights in any derivative work, excluding any rights or interest in Deliverable other than those granted in this Agreement.

The Grantor may copy each Deliverable to multiple hard drives or networks unless otherwise agreed by the parties.

The Grantor will make and maintain no more than one archival copy of each Deliverable, and each copy will contain all legends and notices and will be subject to the same conditions and restrictions as the original. The Grantor may also make copies of the Deliverable in the course of routine backups for the purpose of recovery of contents.

In the event that the Grantee shall, for any reason, cease to conduct business, or cease to support the Deliverable, the Grantor shall have the right to convert these licenses into perpetual licenses, with rights of quiet enjoyment, but subject to payment obligations not to exceed the then current rates.

**II-L Safety**

The Grantee, all contractors, and subcontractors are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, contractors, and every subcontractor are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, all contractors and subcontractors shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

**II-M Indemnification**

1. **General Indemnification**
   To the extent permitted by law, the Grantee shall indemnify, defend and hold harmless the State from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys’ fees and costs of investigation, litigation, settlement, judgments, interest and penalties), accruing or resulting to any person, firm or corporation that may be injured or damaged by the Grantee in the performance of this Agreement and that are attributable to the negligence or tortious acts of the Grantee or any of its subcontractors, or by anyone else for whose acts any of them may be liable.

2. **Employee Indemnification**
   In any and all claims against the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, by any employee of the Grantee or any of its subcontractors, the indemnification obligation under the Agreement shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Grantee or any of its subcontractors under worker’s disability
compensation acts, disability benefit acts or other employee benefit acts. This indemnification clause is intended to be comprehensive. Any overlap in provisions, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other provisions.

(3) Patent/Copyright Infringement Indemnification
To the extent permitted by law, the Grantee shall indemnify, defend and hold harmless the State from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys’ fees and costs of investigation, litigation, settlement, judgments, interest and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service developed or supplied by the Grantee or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States patent, copyright, trademark or trade secret of any person or entity, which is enforceable under the laws of the United States.

The Grantee’s duty to indemnify pursuant to this section continues in full force and effect, notwithstanding the expiration or early cancellation of the Agreement, with respect to any claims based on facts or conditions that occurred before expiration or cancellation.

II-N Cancellation

The State may terminate this Agreement without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents and employees for any of the following reasons:

(1) Termination for Cause
In the event that Grantee breaches any of its material duties or obligations under this Agreement or poses a serious and imminent threat to the health and safety of any person, or the imminent loss, damage or destruction of any real or tangible personal property, the State may terminate this Agreement immediately in whole or in part, for cause, as of the date specified in the notice of termination. In the event that this Agreement is terminated for cause, in addition to any legal remedies otherwise available to the State by law or equity, Grantee shall be responsible for all costs incurred by the State in terminating this Agreement, including but not limited to, State administrative costs, reasonable attorneys’ fees and court costs, and any reasonable additional costs the State may incur.

(2) Termination for Convenience
The State may terminate this Agreement for its convenience, in whole or part, if the State determines that such a termination is in the State’s best interest. Reasons for such termination shall be left to the sole discretion of the State and may include, but not necessarily be limited to (a) the State no longer needs the Services or products specified in the Agreement, (b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the services no longer practical or feasible. The State may terminate this Agreement for its convenience, in whole or in part, by giving Grantee written notice at least thirty (30) days prior to the date of termination. If the State chooses to terminate this
Agreement in part, the Budget shall be equitably adjusted to reflect those reductions.

(3) Non-Appropriation
Grantee acknowledges that continuation of this Agreement is subject to appropriation or availability of funds for this Agreement. If funds to enable the State to effect continued payment under this Agreement are not appropriated or otherwise made available (including the federal government suspending or halting the program or issuing directives preventing the State from continuing the program), the State shall have the right to terminate this Agreement, in whole or in part, at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Grantee. The State shall give Grantee at least thirty (30) days advance written notice of termination for non-appropriation or unavailability (or such time as is available if the State receives notice of the final decision less than thirty (30) days before the funding cutoff). In the event of a termination under this section, the Grantee shall, unless otherwise directed by the State in writing, immediately take all reasonable steps to terminate its operations and to avoid and/or minimize further expenditures under the Agreement.

(4) Criminal Conviction
The State may terminate this Agreement immediately and without further liability or penalty in the event Grantee, an officer of Grantee, or an owner of a 25% or greater share of Grantee is convicted of a criminal offense incident to the application for, or performance of, a State, public or private contract or subcontract or grant; convicted of a criminal offense, including any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State reflects upon Grantee’s business integrity.

(5) Approvals Rescinded
The State may terminate this Agreement without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, § 5, and Civil Service Rule 7-1. Termination may be in whole or in part and may be immediate as of the date of the written notice to Grantee or may be effective as of the date stated in such written notice.

II-O No State Employees or Legislators
No member of the Legislature or Judiciary of the State of Michigan or any individual employed by the State shall be permitted to share in this Agreement, or any benefit that arises from this Agreement.

II-P Non-Discrimination
In the performance of the Agreement, Grantee agrees not to discriminate against any employee or applicant for employment, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability. Grantee further agrees that every subcontract entered into for the
performance of this Agreement will contain a provision requiring non-discrimination in
employment, as here specified, binding upon each subcontractor. This covenant is required
pursuant to the Elliott Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq. and the
Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., and any
breach of this provision may be regarded as a material breach of the Agreement.

II-Q Unfair Labor Practices

Pursuant to 1980 PA 278, MCL 423.231, et seq., the State shall not award a grant or
subcontract to an employer whose name appears in the current register of employers failing to
correct an unfair labor practice compiled pursuant to section 2 of the Act. This information is
compiled by the United States National Labor Relations Board. A Grantee, in relation to the
Agreement, shall not enter into a contract with a subcontractor, manufacturer, or supplier
whose name appears in this register. Pursuant to section 4 of 1980 PA 278, MCL 423.324, the
State may void any Agreement if, subsequent to award of the Agreement, the name of Grantor
as an employer or the name of the subcontractor, manufacturer or supplier of Grantor appears
in the register.

II-R Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are
presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily
excluded from participation in this Agreement by any federal or State department or agency. If
the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an
explanation to this Agreement.

II-S Illegal Influence

(1) The Grantee certifies, to the best of his or her knowledge and belief that:

(a) No federal appropriated funds have been paid nor will be paid, by or on behalf
of the Grantee, to any person for influencing or attempting to influence an officer or employee
of any agency, a member of Congress, an officer or employee of Congress, or an employee of a
member of Congress in connection with the awarding of any federal contract, the making of
any federal grant, the making of any federal loan, the entering into of any cooperative
agreement, and the extension, continuation, renewal, amendment, or modification of any
federal contract, grant, loan or cooperative agreement.

(b) If any funds other than federal appropriated funds have been paid or will be paid
to any person for influencing or attempting to influence an officer or employee of any agency,
a member of Congress, an officer or employee of Congress, or an employee of a member of
Congress in connection with this grant, the Grantee shall complete and submit Standard Form-
LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(c) The Grantee shall require that the language of this certification be included in
the award documents for all grants or subcontracts and that all subrecipients shall certify and
disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this
certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352.
Any person who fails to file the required certification shall be subject to a civil penalty of not
less than $10,000 and not more than $100,000 for each such failure.

(2) The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

II-T Governing Law

The Agreement shall in all respects be governed by, and construed in accordance with, the substantive laws of the State of Michigan without regard to any Michigan choice of law rules that would apply the substantive law of any other jurisdiction to the extent not inconsistent with, or pre-empted by federal law.

II-U Compliance with Laws

Grantee shall comply with all applicable state, federal, and local laws and ordinances ("Applicable Laws") in performing this Agreement.

II-V Jurisdiction

Any dispute arising from the Agreement shall be resolved in the State of Michigan. With respect to any claim between the parties, Grantee consents to venue in Ingham County, Michigan, and irrevocably waives any objections it may have to such jurisdiction on the grounds of lack of personal jurisdiction of such court or the laying of venue of such court or on the basis of forum non conveniens or otherwise. Contractor agrees to appoint agents in the State of Michigan to receive service of process.

II-W Assignment

Grantee shall not have the right to assign the Agreement, or to assign or delegate any of its duties or obligations under the Agreement, to any other party (whether by operation of law or otherwise), without the prior written consent of the Grantor. Any purported assignment in violation of this section shall be null and void.

II-X Entire Agreement

The Agreement, including any Attachments, constitutes the entire agreement between the parties with respect to the grant and supersedes all prior agreements, whether written or oral, with respect to such subject matter.

II-Y Independent Contractor Relationship

The relationship between the State and Grantee is that of client and independent Contractor. No agent, employee, or servant of Grantee or any of its Subcontractors shall be or shall be deemed to be an employee, agent or servant of the State for any reason. Grantee will be solely
and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of the Agreement.

II-Z Conflicts

In the event of a conflict between the terms of this Agreement and any federal or state laws or regulations, the federal or state laws or regulations will supersede any contrary term contained in this Agreement.

PART III
WORK STATEMENT

III-A Purpose

The purpose of the Community Energy Project Grants is to conduct community education projects to assist consumers to identify and select energy efficiency and renewable energy options. Community Energy Project Grants will be available to non-profit and public organizations to implement the following project options in Michigan: 1) Renewable energy education, 2) Building energy efficiency, and 3) Transportation energy efficiency. An organization can only submit one proposal for each project option, but can submit for any number of project options. Each project proposal can request up to $6,000. The grant(s) will cover one year from October 1, 2008 through September 31, 2009. All projects must be implemented in Michigan.

III-B Problem Statement

Energy efficiency and renewable energy options continue to be ignored by home owners, renters, small businesses, public institutions, and commuters. Despite the economic and environmental benefits of energy efficiency and renewable energy, many consumers have not chosen energy efficiency or renewable energy options because they need a credible source of information that will address their specific interests and needs. The Community Energy Projects will provide education and information on energy efficiency and renewable energy to meet those needs.

III-C Objectives

1. Develop and implement an education project that will assist a significant number of consumers to identify and select energy efficiency and renewable energy options.

2. Evaluate the project to identify successful strategies that can be continued or used elsewhere.
III-D  Tasks

1. Plan an education project that will inform and educate consumers about 1) renewable energy (solar, wind, bioenergy, biofuels, or bioproducts), 2) building energy efficiency, or 3) transportation energy efficiency.

2. The target audiences for bioenergy, biofuels, and bioproducts projects may include fleets, farmers, students, fuel users or other relevant groups. The bioenergy, biofuels, and bioproducts projects should not be geared toward the general public. Other types of projects can be geared toward the general public.

3. Implement the project including educational activities like special events, exhibits, promotional campaigns, conferences, seminars, tours, and the development and distribution of educational materials. The project can include the purchase and installation of equipment, but only as part of a larger project that has a strong energy education focus.

4. Evaluate the project including surveys of project participants. There must be a mechanism to count the number of consumers reached by the project and to estimate the likely change in behavior resulting from the project. When possible, project activities should be conducted within the first 9 months of the project so that evaluation activities can be conducted after project activities are complete.

PART IV  PROJECT CONTROL AND REPORTS

IV-A  Project Control

1. The selected applicant will carry out the project under review of the State project manager. The Michigan Department of Labor & Economic Growth grant administrator will have final authority over the agency/grantee agreement.

2. Along with continuous liaison with the selected applicant, the State project manager will meet periodically with the selected applicant’s project manager for the purpose of reviewing progress and giving necessary guidance to the selected applicant in solving problems which may arise.

IV-B  Reports

1. The selected applicant will provide the State project manager with quarterly progress reports as described in the grant agreement. At a minimum, the reports will outline the work accomplished during the reporting period, work to be accomplished during the next reporting period, real or anticipated problems that should be brought to the attention of the State project manager, and notification of any significant deviation from previously agreed-upon work plans.

2. A final report as described in the grant agreement must be submitted to the State project manager before the final grant payment is made. The selected applicant will submit a final report within 30 days following the grant period expiration. At a minimum, the final report
will contain:

a. Description of project activities.

b. Copies of any materials used in the project.

c. Project evaluation including survey results and the number of consumers reached by the project.

**PART V**

**INFORMATION REQUIRED FROM APPLICANTS**

Grant proposals must be submitted in the format outlined below:

V-A Identification of Organization

State the full name and address of the organization and, if applicable, other subordinate element(s) that will perform, or assist in performing, the work hereunder. Include the organization's federal identification number.

V-B Authorized Negotiators

Include the names and phone numbers of personnel authorized to negotiate the proposed grant agreement with the State. Include the signature of the person authorized to commit the organization to the project.

V-C Management Summary

Describe in narrative form how the project will be managed by the organization. Identify the project manager and the person responsible for financial management and reporting. Include quality assurance measures.

V-D Work Plan

Describe in narrative form the plan for accomplishing the work. Indicate the number of staff hours allocated to each task. Include a time-related chart, showing each event, task, and decision point in the work plan. Describe any innovative features of the project. The work plan must project how many consumers will be reached by the project.

V-E Project Evaluation

Describe how the project will be evaluated. When possible, project activities should be conducted within the first 9 months of the project so that evaluation activities can be conducted after project activities are complete.

V-F Prior Experience

Prior experience in energy efficiency, renewable energy, and/or community education is important to the selection of a grantee. Proposals submitted should include a description of the applicant
organization’s experience in these areas. If an applicant has received a Community Energy Project Grant in previous years, a description of that project(s) and results should be included.

V-G Personnel

The applicant must be able to staff a project team, which clearly possesses talent and experience in energy efficiency, renewable energy, and/or community education. Identify key personnel by name and title and provide a description of their qualifications.

V-H Time Frame

To assist in preparation of the proposal, the State contemplates these projects will start October 1, 2008 and be completed no later than September 31, 2009.

V-I Budget Considerations

Applicants must submit a proposed budget for this project and include any appropriate narrative explanations (see instructions below). The grant will be paid out according to the grant payment schedule in I-P and/or any approved amendment to the budget. **No match or local dollars are required.** If successful completion of the project requires local dollars, these should be shown in the budget. The following budget format should be used:

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<th>State Grant</th>
<th>Local Dollars</th>
<th>Total Dollars</th>
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<td>Personnel</td>
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<td>Supplies &amp; Materials</td>
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<td><strong>Total Direct Costs</strong></td>
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<td>Indirect Costs (cannot exceed 20% of Direct Costs or $1,000)</td>
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<tr>
<td><strong>Total Costs (cannot exceed $6,000)</strong></td>
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**Budget Explanation Narrative**

Personnel: Identify positions (e.g. project manager), hourly rates, and hours that will be worked on the project.

Travel: For planning purposes, assume $.329 per mile, $7.25 for breakfast or lunch, $16.50 for dinner, and $65 per night for lodging. Indicate purpose of travel. No out-of-state travel is
allowed.

Supplies & Materials: Identify types of supplies and materials. Indicate the basis for the cost estimates.

Contractual: Identify contractors, hourly rates, and hours that will be worked on the project. If fixed price contracts, indicate the basis for the cost estimate.

Equipment: Identify the specific pieces of equipment that will be purchased, the basis for the cost estimates, and how the equipment is essential to the project. Equipment for general office use is not eligible.

Other (please specify): Identify any expense that would not fit under the other line item categories, e.g. speaker honorariums, Renewable Energy Certificates. Renewable Energy Certificates can be purchased as offsets for conference energy use. Indicate the basis for the cost estimate.

V-J Additional Information and Comments

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP. If one or more partners are necessary to have a successful project, include letters of support.

PART VI
SELECTION CRITERIA

All proposals received shall be subject to an evaluation by the Issuing Office. This evaluation will be conducted in a manner appropriate to select the organization(s) for the purpose of entering into a grant to perform this project.

All proposals will receive an initial screening to insure that the eligibility criteria are met. Any proposals not meeting the eligibility requirements described in I-B will be rejected automatically. Proposals meeting the eligibility requirements will be evaluated according to the selection criteria and weighting factors listed below. Applicants may be asked to make oral presentations before a final decision is made.

VI-A Experience of organization and project team related to energy efficiency, renewable energy, community education, and project management. (25%)

VI-B Work plan to develop and implement the project. (35%)

VI-C Is the project innovative? (5%)

VI-D Potential impact of the project including the number of consumers to be reached and whether the project would likely encourage the adoption of energy efficiency or renewable energy measures. (25%)

VI-E Plan to evaluate the project. (5%)

VI-F Are budget line items reasonable? (5%)

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